

Disability Services Is Online!

Otis College of Art and Design welcomes students with disabilities to participate fully in all aspects of college life. Our mission is to ensure that students with physical, medical, learning or psychological disabilities are provided with equal access to all college programs, activities and services.

Disability Services works with students with documented disabilities to facilitate reasonable accommodations. In order for students to receive official accommodations, students need to register with Disability Services and submit verification of a disability. You can access Disability Services through the student Dashboard using the [Owl Care](#) portal. This means you can register for services and request your accommodations 24/7 completely online. Use the Accommodations tab in the Owl Care portal and follow the instructions below in order to register for services/request accommodations for the upcoming semester. **Note:** you must request accommodations each semester.

Arranging Accommodations

Go to otiscollege.studenthealthportal.com and click on Accommodations tab, and follow these 7 steps:

1. Complete the application within the Accommodations drop down menu
2. Upload your documentation (on the second page of the application)
3. Meet with Disability Services (via Zoom, telephone, or in person):
 - After submitting your application and documentation, please contact Disability Services at cbranch@otis.edu, or call Carol D. Branch, Ph.D. at 310-846-2554 to arrange an intake appointment. We recommend that you contact Disability Services as early as possible since some accommodations (e.g., note takers, ASL interpreters, etc.) can take several weeks to arrange. We want to be sure that your needs are met in time for classes.
4. Request accommodations online using Term Request in the Accommodations drop down menu. *For Fall 2021, the term would be 202130.*
5. Disability Services will review your application, documentation and other supplemental information.
6. Once your accommodation requests are approved, you will be notified to download Notification letters from the Owl Care portal under Term Request
7. Send notification letters to your faculty as attachments– you must email your faculty yourself.

Should you need assistance at any time during this process, contact Disability Services at cbranch@otis.edu or call Carol D. Branch, Ph.D. at 310-846-2554.